

U.S. Department of Energy
Albuquerque Operations Office

**SUPPLEMENTAL
DIRECTIVE**

AL SD 425.1B, Rev. 1

Approved: April 13, 2001
Review Date: April 11, 2003

SUBJECT: STARTUP AND RESTART OF AL FACILITIES/ACTIVITIES

1. PURPOSE. This is a supplemental directive (SD) to DOE O 425.1B, *STARTUP AND RESTART OF NUCLEAR FACILITIES*, dated 12-21-2000. It does not change any of the Order's requirements, but it does provide supplemental requirements for:

- Readiness Assessments (RAs) for restart of Hazard Category 3 nuclear facilities/activities;
- Conducting RAs for startup or restart of Nuclear Explosive Operations (NEOs);
- Conducting RAs for startup or restart of hazardous nonnuclear facilities/activities; and
- Provides guidance on Startup/Restart Notification Report (SNR) content and format for the startup/restart of all nuclear and hazardous nonnuclear facilities/activities.

It sets forth policy and objectives, and delineates responsibilities and authorities for determining readiness to restart Category 3 nuclear facilities/activities and startup or restart of hazardous nonnuclear facilities/activities.

2. CANCELLATION. This SD replaces AL SD 425.1A, Rev. 0, *STARTUP AND RESTART OF AL FACILITIES*, dated August 3, 1999.
3. SCOPE. This SD supplements areas not covered by DOE O 425.1B, but does not alter any of the requirements of that Order. The main focus of this SD is the requirements for conducting RAs for startup and/or restart of Hazard Category 3 nuclear facilities/activities and hazardous nonnuclear facilities/activities and to meet the requirements specified in DOE O 425.1B for Operations Offices.
4. APPLICABILITY. This SD applies to all AL departmental elements, AL Contractors, and all other personnel involved in the Readiness Review process for startup or restart of AL facilities/activities.
5. EXCLUSIONS. None
6. ASSISTANCE. Questions concerning this SD should be addressed to the AL Readiness Review Program Manager, Independent Safety Review Division (ISRD), or the Director, ISRD.

7. **POLICY.** It is AL policy that starting or restarting hazardous facilities/activities will be authorized only after readiness to operate has been verified and documented via the readiness review process defined in DOE O 425.1B and this SD. Verifications will, in all cases, demonstrate safe operation in accordance with applicable safety basis, DOE orders, rules, and regulations, through the use of trained and qualified personnel. This is accomplished by a contractor line management evaluation (or other similar process defined in the contractor procedures) and by contractor independent confirmation of readiness (i.e., a Contractor Readiness Review). Contractor line management is responsible for establishing and declaring readiness and utilizing appropriate tools in accomplishing these goals. DOE independent confirmation of readiness is also required when a DOE official is the Authorization Authority for startup or restart of a hazardous facility/activity.

A graded approach shall be used when verifying readiness to startup or restart facilities/activities that is commensurate with complexity of the facility/activity and/or the level of hazard to workers, the public, and the environment.

8. **REQUIREMENTS.** In accordance with DOE O 425.1B, there are two types of review processes for verifying readiness to startup or restart facilities/activities:

- Operational Readiness Reviews (ORRs), and
- RAs.

These processes vary in applicability and approach, and the process required depends on the nature and magnitude of the hazards of the facility/activity being started or restarted.

- a. Criteria to be used for determining the appropriate Readiness Review process for nuclear facilities/activities are delineated in DOE O 425.1B. DOE/AL further extends the requirements in DOE O 425.1B, Section 4.a (as it applies to Hazard Category 2 nuclear facilities/activities), to the restart of Hazard Category 3 nuclear facilities/activities. A RA will normally be required for restart of a Hazard Category 3 nuclear facility/activity, unless DOE management officials deem an ORR appropriate. The Authorization Authority for the restart of Hazard Category 3 nuclear facilities/activities will be the AL Manager or designee.

- (1) **Startup/Restart Notification Reports (SNR).** A SNR for startup/restart of Hazard Category 1, 2, and 3 nuclear facilities/activities and for hazardous nonnuclear facilities/activities will be issued in accordance with DOE O 425.1B.4.a.(4) and as defined below and in Attachment 1 of this SD.

- (i) A SNR will be submitted annually with a one (1) year projection of expected readiness reviews. The first annual SNR will be submitted no later than forty-five (45) days after acceptance of DOE O 425.1B and this SD into the contract. Thereafter, the annual SNR will be submitted by January 31st of each year.
- (ii) A SNR will be issued on each quarter with only the changes and/or additions submitted. The quarterly SNR updates will be submitted by the dates listed below.

- April 30th
- July 31st
- October 31st

- (iii) In accordance with DOE O 425.1B, Attachment 1, 2.b.(7), a Certification of Readiness will be issued for the specific facility/activity prior to commencement of the Contractor Readiness Review. This document will be transmitted to the Authorization Authority and a copy to the AL Readiness Review Program Manager.
 - (iv) One SNR will be submitted from each site (e.g., Los Alamos National Laboratory, Sandia National Laboratory, and Pantex Plant).
 - (v) The SNR will be segregated and submitted by Authorization Authority (i.e., one Section each for Contractor, Area Office Manager, AL Manager, and DOE Headquarters).
 - (vi) The Area Office Manager will sign the approval block for those startup/restart facilities/activities for which he/she is the Authorization Authority and approve/concur with those items for which the Contractor is the Authorization Authority. The Area Office Manager will then send a copy of these SNRs back to the Contractor and a copy to the AL Readiness Review Program Manager for further approval and distribution.
 - (vii) Any item on the SNR with which the Area Office Manager disagrees will be returned to the Contractor for correction and resubmission (e.g., a RA is required versus an ORR, the Authorization Authority is different than the recommendation). The resubmission will then be handled as described in Section 8.a.(1).(vi) above.
 - (viii) The AL Readiness Review Program Manager will obtain the signature in the approval block of the SNR for those startup/restart facilities/activities for which the AL Manager is the Authorization Authority. The AL Readiness Review Program Manager will then send a copy of these SNRs, via the appropriate Area Office Manager, to the Contractor and a copy on to the Program Secretarial Office (PSO) for information and approval for those items for which the PSO or Secretary is the Authorization Authority.
 - (ix) Any item on the SNR with which the AL Manager disagrees will be returned to the Contractor for correction and resubmission (e.g., a RA is required versus an ORR, the Authorization Authority is different than the recommendation). The resubmission will then be handled as described in Section 8.a.(1).(vii) – (viii) above.
 - (x) The actions, reviews, and approvals delineated in Sections 8.a.(1).(vi) – (ix) shall be accomplished within ten (10) working days of receipt of the SNR.
- b. A Plan of Action (POA) is required to define the geographic and technical scope for both the contractor and DOE readiness reviews. The DOE Line Manager is responsible for development of the DOE POA. The Contractor POA may be used (i.e., an option to using two separate POAs) as the DOE POA, provided a formal memorandum by the Authorization Authority documents the decision. The memorandum shall document any changes from the contractor POA that will apply to the DOE POA (e.g., additions or changes to prerequisites or additional Minimum Core Requirements). The applicable Authorization Authority shall approve both the Contractor POA and the DOE POA.

- c. A Graded Approach to Readiness Reviews described in this SD may be used. As an example, a readiness review may be as short and simple as a restart check procedure, or it may approach the breadth and depth of an ORR, depending on the causes and duration of the shut down and the modifications accomplished during the shutdown. In view of the flexibility to fit the rigor of the RA to the circumstances of the startup/restart situation, AL departmental elements or the Contractor will not be allowed to develop Readiness Review processes similar to RAs but called something different. Regardless of the level of the graded approach, formality and documentation will be as described in this SD or the applicable Contractor procedures.
- d. DOE/AL requires a RA for the startup/restart of al Nuclear Explosive Operations (NEO) activities. These RAs will be conducted in accordance with the AL Appendix 56XB, Development and Production Manual, Chapter 11.6, “Coordinated Review Process for Nuclear Explosive Operations at the Pantex Plant” and DOE O 425.1B and this SD as applicable.
- e. DOE/AL requires a Readiness Review for the startup or restart of hazardous nonnuclear facilities as specified in 8.e below. When a RA is required it will be performed consistent with this SD. **(NOTE: For hazardous nonnuclear facilities/activities, safety documentation should be inferred when the Order or this SD speaks to Safety Basis documents).**
 - (1) A facility will be classified as a hazardous nonnuclear facility/activity in accordance with Contractor procedures. The exposure limits listed in applicable guidance and/or regulations (e.g., 29 CFR 1910.119, “Occupational Safety and Health Standards”) must be considered in this classification process. **(NOTE: This includes facilities/activities involving the storage, handling, or use of high explosives)**
 - (2) The Contractor will also determine if a hazardous substance not contained in these applicable guidance and/or regulation lists (e.g., beryllium or radioactive materials below the threshold criteria for Hazard Category 3 nuclear facilities) could cause a facility/activity to be classified as a hazardous nonnuclear facility/activity. The classification of these facilities/activities shall meet the intent of the requirements in section 8.d.(3) below.
 - (3) The following definitions for hazardous nonnuclear facilities/activities are provided. These definitions may be used for characterization and classification as described in 8.d.(1)&(2) above. The Contractor may adopt different definitions or nomenclature in their implementing procedures. These definitions and nomenclature are used in Section 8.e. for delineating the Authorization Authority.
 - (i) High Hazard: Those facilities/activities where the Hazard Analysis shows the potential for significant off-site consequences.
 - (ii) Moderate Hazard: Those facilities/activities where the Hazard Analysis shows the potential for significant on-site consequences.
 - (iii) Low Hazard: Those facilities/activities where the Hazard Analysis shows the potential for significant localized consequences.
 - (iv) Standard Industrial Facilities/Activities: Those facilities/activities that present hazards that are routinely encountered in general industry and construction, and for which national consensus codes, and/or standards (e.g., OSHA, transportation safety) exist to guide safe design and operation without the need for special analysis to define safe design and/or operational parameters. These facilities/activities are not considered hazardous nonnuclear facilities/activities.

- f. The requirements for a Readiness Review for startup or restart of all hazardous nonnuclear facilities/activities and the Authorization Authority are described below:
- (1) The AL Manager (or designee) will be the Authorization Authority for startup or restart of hazard class High nonnuclear facilities/activities.
 - (2) The Area Office Manager will be the Authorization Authority for startup or restart of hazard class Moderate nonnuclear facilities/activities, unless it is deemed appropriate for higher level Authorization Authority involvement.
 - (3) The contractor will be the Authorization Authority for startup or restart of hazard class Low nonnuclear facilities/activities, unless the Area Office deems it appropriate for DOE involvement.
 - (4) The Contractor implementing procedures shall be used for the startup/restart of Standard Industrial facilities/activities (i.e., a Readiness Review is not required for facilities/activities in this classification.)
- g. Criteria for Readiness Assessments on Hazardous Nonnuclear Facilities/Activities. The following criteria shall be used to determine when a RA is necessary for hazardous nonnuclear facilities/activities.
- (1) Initial startup of a High or Moderate hazardous nonnuclear facility/activity.
 - (2) Restart after a hazardous nonnuclear facility/activity unplanned shutdown directed by a DOE management official for safety or other appropriate reasons.
 - (3) Restart after an extended shutdown for hazardous nonnuclear facilities/activities categories High and Moderate. (Extended shutdown for a category High hazardous nonnuclear facility/activity is 6 months. Extended shutdown for a category Moderate hazardous nonnuclear facility/activity is 12 months).
 - (4) Restart of hazardous nonnuclear facilities/activities categories High and Moderate after substantial process, system, or facility modifications. (The restart Authorization Authority must determine if the modifications are substantial based on the impact of the changes on the safety basis and the extent and complexity of changes).
 - (5) Restart of a High or Moderate hazardous nonnuclear facilities/activities shutdown because of operations outside the safety basis.
 - (6) When deemed appropriate by DOE management officials.
 - (7) A graded RA is required for the startup/restart of low hazard nonnuclear facilities unless the contractor justifies alternatives, which are concurred with by the applicable Area Office Manager.
- h. Lessons Learned. The DOE Readiness Review Team Leader should have a lessons learned meeting following each review (after the review report has been signed and the Authorization Authority briefed). The minutes of the meeting will be kept as part of the review file and the lessons learned given to the AL Readiness Review Program Manager for inclusion in the Lessons Learned database. This lessons learned meeting and the minutes of the meeting will be in addition to the Lessons Learned section of the Readiness Review Report.

9. TRAINING AND QUALIFICATION FOR DOE AND CONTRACTOR READINESS REVIEW TEAM LEADERS AND TEAM MEMBERS.

- a. DOE Readiness Review Team Leaders shall meet the training and qualifications prescribed in Attachment 2.
 - (1) No person shall be designated as a DOE Readiness Review Team Leader that does not meet the training, qualifications, and certification prescribed in Attachment 2.
 - (2) DOE Readiness Review Team Leaders shall requalify and recertify every two years.
- b. DOE Readiness Review Team Members shall meet the training and qualifications prescribed in Attachment 2.
 - (1) No person shall be designated as a DOE Readiness Review Team Member that does not meet the training and qualifications prescribed in Attachment 2.
 - (2) DOE Readiness Review Team Members shall requalify every two years.
 - (3) The DOE Readiness Review Team Leader shall have the discretion of the selection of Readiness Review Team Members that do not strictly meet these requirements when circumstances dictate such actions.
- c. Contractor management shall describe the training requirements for Readiness Review Team Leaders and Team Members in their implementing procedures.

10. RESPONSIBILITIES. Roles and responsibilities for planning and implementing reviews involving ORRs and RAs are delineated in DOE O 425.1B and DOE-STD-3006-2000. The same roles and responsibilities identified for the AL Manager or designee and the Contractor are extended to the RA process for Hazard Category 3 nuclear facilities/activities and hazardous nonnuclear facilities/activities, where applicable. Additional responsibilities are described in the following.

- a. **AL Manager** has responsibility and authority for:
 - (1) Approving Plans of Action (POAs) (both Contractor and DOE) for Readiness Reviews for which the AL Manager is the Authorization Authority;
 - (2) Authorizing startup or restart of facilities/activities for which the AL Manager is the Authorization Authority;
 - (3) For Readiness Reviews where the AL Manager is the Authorization Authority, work with the DOE/AL Readiness Review Program Manager and/or the Director ISRD, to appoint a DOE Readiness Review team leader.
- b. **Assistant Manager, Office of Safety and Security**, has responsibility and authority for:
 - (1) Ensuring that all of their applicable personnel (i.e., subject matter experts that could be assigned to Readiness Review activities) receive Readiness Review training and are made available to support Readiness Reviews activities; and
 - (2) Appointment of an AL Readiness Review Program Manager to coordinate and implement the requirements of DOE O 425.1B, this SD, and other requirements associated with the AL Readiness Review process.
- c. **AL Assistant Managers**, has responsibility for:

- (1) Ensuring that all of their applicable personnel (i.e., subject matter experts that could be assigned to Readiness Review activities) receive Readiness Review training and are made available to support Readiness Reviews activities;
 - (2) Development of POAs for which their offices have line management responsibility; and
 - (3) Reviewing Contractor POAs for recommendation of approval or disapproval to the Authorization Authority.
- d. **Area Office Managers**, have responsibility and authority for:
- (1) Preparing and approving Area Offices' implementing procedures that comply with DOE O 425.1B and this SD that use, through extraction or reference the guidance provided in DOE-STD-3006-2000 (with special attention to the precepts of Section 5.10), as necessary;
 - (2) Ensuring that Management and Operating Contractors prepare and implement procedures that comply with DOE O 425.1B, and this SD, and that the procedures use, through extraction or reference, the guidance provided in DOE-STD-3006-2000 (with special attention to the precepts of Section 5.10);
 - (3) Ensuring the Contractor establishes procedures for startup/restart of all hazardous nonnuclear facilities/activities;
 - (4) Concurring in and forwarding Contractor SNRs to the AL Readiness Review Program Manager;
 - (5) Providing approval for SNRs items for which the Area Office and/or the Contractor has the authorization authority;
 - (6) Approving Contractor POAs for Readiness Reviews for which the Area Office is the Authorization Authority, or concurring with the Contractor POA submitted to the AL Manager or HQ for approval;
 - (7) Approving the Line Management prepared DOE POA for which the Area Office is the Authorization Authority;
 - (8) Acknowledges receipt and forwards the Contractor declaration of readiness when the AL Manager or HQ is the Authorization Authority;
 - (9) For Readiness Reviews where the Area Office Manager is the Authorization Authority, work with the DOE/AL Readiness Review Program Manager and/or the Director, ISRD, to appoint a DOE Readiness Review team leader;
 - (10) For Readiness Reviews where the Area Office Manager is not the Authorization Authority, he/she will communicate to the Authorization Authority concurrence or non-concurrence with the findings and conclusions made by the Readiness Review Team
 - (11) Authorizing startup or restart of facilities/activities for which the Area Office is the Authorization Authority;
 - (12) Fulfilling applicable requirements in this SD when delegated as the Authorization Authority by the AL Manager;

- (12) Maintaining an auditable file of Readiness Review documents for reviews for which the Area Office performs the review;
- (13) Ensuring that all of their applicable personnel (i.e., subject matter experts that could be assigned to Readiness Review activities) receive Readiness Review training and are made available to support Readiness Reviews activities; and
- (14) Ensuring that the Contractor provides annual and quarterly updates of the SNRs for review and concurrence and ensuring that these SNRs are forwarded to the AL Readiness Review Program Manager for update of the Master Schedule and subsequent transmittal to DOE HQ as required.

e. **AL Readiness Review Program Manager**, has responsibility for;

- (1) Maintaining this SD in compliance with current and future DOE HQ guidance, and incorporating lessons learned from Readiness Reviews and program reviews;
- (2) Reviewing startup/restart notification reports (SNRs) for pending Readiness Reviews and forwarding these SNRs to the PSO, Lead PSO, and EH-2;
- (3) Coordinating approval of SNR items for which the AL Manager is the Authorization Authority, including supplying copies to the responsible line organizations;
- (4) Providing support to Authorization Authorities and line organizations in reviewing and recommending Contractor POAs for approval;
- (5) Providing support to Line Management and/or Authorization Authorities in preparing and/or reviewing DOE POAs;
- (6) Recommending team leaders to the Authorization Authority for conducting DOE/AL Readiness Reviews (ORRs and RAs), and ensuring that team leaders and team members satisfy the criterion for independence;
- (7) Providing support to Contractor and DOE Readiness Review team leaders in reviewing Implementation Plans (IPs);
- (8) Performing periodic program reviews at the AL sites to ensure programs are implemented effectively and meet the requirements in DOE O 425.1B and this SD;
- (9) Maintaining an auditable file of Readiness Review documents for all Readiness Reviews for which the AL Manager is the Authorization Authority;
- (10) Reviewing all documents delineated in DOE O 425.1B for ORRs and submitting them to the applicable DOE HQ elements; and
- (11) Developing Readiness Review Training.

f. **Contractor Management** has responsibility and authority for:

- (1) Preparing implementing procedures that comply with DOE O 425.1B and this SD, and ensuring that these procedures use, through extraction or reference, the guidance provided in DOE-STD-3006-2000 (with special attention to the precepts of Section 5.10);

- (2) Preparing and implementing procedures for a graded level RA for startup/restart of low hazardous nonnuclear facilities/activities where the contractor is the Authorization Authority;
 - (3) Ensuring that personnel that may be assigned to Readiness Review activities as team leaders or SME receive Readiness Review training and are available to support Readiness Reviews activities and assigning these personnel to Readiness Review activities, as needed, in accordance with their implementing procedures;
 - (4) Preparing and submitting to the Area Office, for review, concurrence and forwarding, SNRs of pending Readiness Reviews in accordance with the criteria of DOE O 425.1B and this SD as delineated in Sections 8.a.(1).(i) – (x) and in Attachment 1;
 - (4) Preparing and submitting to the Area Office, for review, concurrence and forwarding, the Contractor POA for which DOE is the Authorization Authority;
 - (5) Ensuring Facility/Activity Readiness is achieved prior to directing the start of any Readiness Review;
 - (6) Preparing the Contractor POA and declaration of readiness;
 - (7) Appointing the Contractor team leader for the Contractor Readiness Review; and
 - (8) Ensuring that the personnel that conduct these reviews (Team Leader and Team Members) are trained as described in the required implementing procedures.
- g. **DOE Readiness Review Team Leader** has responsibility and authority for:
- (1) Developing an IP in conjunction with the Readiness Review Team Members
 - (2) Conducting Readiness Review activities in accordance with DOE O 425.1B, this SD, and applicable procedures using DOE Standards 3006-2000 and 3012-96, as appropriate;
 - (3) Conducting and documenting the results of the Readiness Review;
 - (4) Working with the Authorization Authority, the applicable Area Office Manager, the applicable Line Manager, and the AL Readiness Review Program Manager, concerning any conflict resolution that may arise during the Readiness Review that would have adverse impact on the outcome or continuation of the Readiness Review;
 - (5) When the Area Office Manager is not the Authorization Authority, brief the Area Office Manager on the results of the review prior to briefing the Authorization Authority;
 - (6) Recommending to the Authorization Authority readiness to startup or restart the applicable facility/activity. The Assistant Manager Office of Safety and Security, the applicable Area Office Manager, and the applicable Line Manager will be informed of the outcome; and
 - (7) Conducting Lessons Learned Meetings when deemed appropriate.

11. ACRONYMS

- AL Albuquerque Operations Office
- CFR Code of Federal Regulations
- DEAR Department of Energy Acquisition Regulations
- DOE Department of Energy
- DOE O Department of Energy Order
- DOE-STD Department of Energy –Standard
- HA Hazard Analysis
- IP Implementation Plan
- ISMS Integrated Safety Management System
- ISRD Independent Safety Review Division
- LPSO Lead Program Secretarial Office
- NEO Nuclear Explosive Operation
- ORR Operational Readiness Review
- POA Plan of Action
- PSO Program Secretarial Office
- RA Readiness Assessment
- SD Supplemental Directive
- SME Subject Matter Expert
- SNR Startup/Restart Notification Report

12. DEFINITIONS

- a. Albuquerque Operations Office (AL) departmental elements: All Offices, Divisions, Area Offices, and Project Offices under the direction of AL management.
- b. Albuquerque Operations Office (AL) Readiness Review Program Manager: A person assigned the responsibility for planning, managing, and evaluating all aspects of the AL Readiness Review Program throughout AL operations and activities. Serves as the expert and point of contact on the AL Readiness Review Program to DOE Headquarters, DOE/AL management, its Area Offices, and affiliated contractors. This position is located in the Independent Safety Review Division (ISRD), Office of Safety and Security (OSS), Albuquerque Operations Office (AL).
- c. Area Office: Area Offices provide management and direct oversight of contractor operations through on-site monitoring and surveillance of contractor operations. Area Offices administer the Management and Operating contract, monitor, evaluate and report on the contractor's performance; ensure ES&H compliance, protection of the public, employees and property; maintain an emergency response capability; serve as a focal point for disseminating guidance to the contractor; provide reviews of the contractor's budget preparation, execution process and

funding priorities; and act as spokesperson at the site, coordinating with stakeholders and site specific advisory boards.

- d. Authorization Authority: The official responsible for the startup/restart of a hazardous facility/activity as defined in DOE O 425.1B and AL SD 425.1B.
- e. Core Requirement: A fundamental area or topic of review evaluated during an ORR or RA to assess whether a facility/activity can be operated safely.
- f. DOE Management Official: Any management level within the line organization that is responsible and accountable for directing and conducting work (e.g., Secretarial Official, PSO, AL Manager, Area Office Manager, Assistant AL Manager).
- g. Extended Shutdown: A shutdown, planned or unplanned, that extends to or beyond the definitions, which require a Readiness Review.
- h. Graded Approach: The process by which the level of analysis, documentation, and actions necessary to comply with a requirement are commensurate with: (1) the relative importance to safety, safeguards, and security; (2) the magnitude of any hazard involved; (3) the life cycle stage of a facility; (4) the programmatic mission of a facility; (5) the particular characteristics of a facility; and, (6) any other relevant factor.
- i. Hazard Analysis: The functions, steps, and criteria for design and plan of work, which identify hazards, provide measures to reduce the probability and severity potentials, identify residual risks, and provide alternative methods of further control.
- j. Hazardous Nonnuclear Facility/Activity: A facility/activity which is not classified as a nuclear facility/activity but which poses a source of danger (e.g., material, energy source, or operation with the potential to cause illness, injury, or death to personnel or damage to a facility or to the environment (without regard for the likelihood or credibility of accident scenarios or consequence mitigation).
- k. Line Management. Those management positions whose responsibility is the accomplishment of the organization's primary mission(s), as distinguished from staff organization which supports the organizations(s) primary missions(s).
- l. Manageable List of Open Prestart Findings: A list of open prestart findings from the contractor Readiness Review that, in the opinion of the Authorization Authority, line management, the Readiness Review team leader, and the AL Readiness Review Program Manager can be accepted with the well defined path to closure, and will not adversely affect the Readiness Review.
- m. Readiness Assessment (RA): A review that is conducted to determine a facility's/activity's readiness to startup or restart when an ORR is not required or when the contractor's standard

procedure for startup is not judged by the contractor or DOE management as inadequate to provide verification of readiness.

- n. Readiness Review: A disciplined, systematic, documented, performance-based examination to ensure that a facility/activity will be operated safely within its approved safety basis. This is a generic term that encompasses ORRs and RAs.
- o. Shutdown: The termination of a work at a facility/activity for any causes (i.e., for planned maintenance, for unsafe situations, or by direction of contractor or DOE management).
- p. Significant: Having or likely to have an influence or effect.
- q. Startup/Restart Notification Report (SNR): A periodic report by each responsible contractor to identify all known future nuclear and hazardous nonnuclear facility/activity startups and restarts. The report will identify the facility/activity, and based on the criteria of DOE O 425.1B, specify where an ORR or a RA is considered to be required. For those startups or restarts where neither an ORR or a RA is considered to be appropriate by the contractor line management, routine operating procedures should be used for the startup or restart. The startup Authorization Authority will be identified for facilities/activities requiring an ORR or RA. The report is submitted to the Secretarial Officer via the Operations Office Manager for approval. The report should receive periodic updates in accordance with AL SD 425.1B.
- r. Subject Matter Expert (SME): Individual qualified through education and experience to perform a particular task.
- s. Unplanned Shutdown: The termination of program work at a facility/activity for any cause, such as equipment malfunction, personal error, or on shift operator response to indications of an unsatisfactory situation, or a situation that would have an unsafe consequence without a shutdown. A shutdown directed by contractor management, local DOE officials or by DOE Headquarters for any reason.

R. E. Glass
Manager

ATTACHMENT 1

DOE O 425.1B.4.a.(4)

STARTUP/RESTART NOTIFICATION REPORT (SNR)

DATE: _____

ORGANIZATION

POINT OF CONTACT: NAME

TELEPHONE NUMBER

TELEFAX NUMBER

E-MAIL ADDRESS

NUMBER	TITLE OF FACILITY/ACTIVITY TO BE REVIEWED ¹	TYPE OF REVIEW ²	AUTHORIZATION AUTHORITY ³	TARGETED DATE FOR REVIEW TO BEGIN		DRIVER ⁴ AND PROGRAM OWNER	REASON FOR THE REVIEW ⁵	Signature of Authorization Authority
				CONTRACTOR	DOE			

¹Brief description of the facility/activity work and the hazard category

(e.g., Category 2 Nuclear or Moderate Hazard Nonnuclear)

²Basis or justification for proposed type of readiness review⁴The basis for accomplishing the review in the time frame stated

(i.e., a driver such as immediate programmatic need or regulatory requirement)

and who in AL or HQ is the programmatic owner of the facility/activity

(Note: The table format is optional, but all of the items must be covered.)³Proposed startup/restart Authorization Authority⁵Reason for non-operation (e.g., maintenance or modification outage,
no program work, new facility/activity, shutdown for safety concerns, etc.)

ATTACHMENT 2

**DOE/AL Readiness Review Team Leader and Team Member Training and
Qualification**

Reserved for future development.